

Village of Weston, Wisconsin
PARK & RECREATION COMMITTEE MEETING

February 22, 2016
@ 5:15 P.M.

Kevin Ostrowski, Chair
Fred Schuster
Katrina Clark
Tina Kollmansberger
Rodger Esker





Village of Weston, Wisconsin
PARK AND RECREATION COMMITTEE MEETING

Regular meeting of the Village of Weston Park and Recreation Committee, composed of five (5) members, will convene at the **Premier Sports Academy, 8706 Progress Way, Weston, WI.**, on **Monday, February 22, 2016, at 5:15 p.m.**, to consider the following matters:

- A.** Opening of Session.
 - 1. Meeting to order by Trustee Ostrowski at 5:15 p.m.
 - 2. Clerk will take attendance and roll call.
 - 3. Request for silencing of cellphones and other electronic devices.
 - 4. Acknowledgement of visitors if any.
- B.** Comments from the public on matters pertaining to committee business and oversight.
- C.** Presentations.
- D.** Consent Items.
 - 5. Approval of previous meeting minutes from: January 25, 2016.
- E.** Business Items for consideration, discussion, and action.
 - 6. Discussion regarding planning for future athletic fields and recreation facility plans as described in Comprehensive Outdoor Recreation Plan.
- F.** Reports.
 - 7. Aquatic Center Manager – Brad Mroczenski
 - 8. Parks Director – Shawn Osterbrink
- G.** Report from Administrator on matters related to Parks and Recreation.
- H.** Remarks from Committee; discuss items to be included for the next Park Committee agenda.
- I.** Set next meeting date for **Monday, March 28, 2016**.
- J.** Announcements.
 - Save the date: 20th Anniversary Celebration – Friday, March 11th, 2016 @ Dale's Weston Lanes.
- K.** Adjourn.

This notice was posted at the Municipal Center, and on the Village's website at www.westonwi.gov, and was emailed to local media outlets (Print, TV, and Radio) on 2/18/2016 @ 4:00 p.m. A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. Should a quorum be other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993). Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting. Any person who has a qualifying disability, as defined by the Americans with Disabilities Act, requiring that meeting or material to be in an accessible location or format, must contact the Weston Municipal Center at 715-359-6114 so any necessary arrangements can be made to accommodate each request.

**Village of Weston, Wisconsin
PARK & RECREATION COMMITTEE MEETING**

February 22, 2016

**APPROVAL OF PREVIOUS MEETING MINUTES FROM
JANUARY 25, 2016
AGENDA ITEM – D.5.**



Village of Weston, Wisconsin
MEETING MINUTES OF THE PARK & RECREATION COMMITTEE MEETING
Monday, January 25, 2016, at 5:15 p.m.

A. Opening of Session.

- 1. Meeting called to order by Trustee Ostrowski at 5:15 p.m.**
- 2. Recording Secretary Meliska took attendance and roll call.**
Roll call indicated 3 Park & Recreation members present.

Trustee	Present
Ostrowski, Kevin	YES
Clark, Katrina	YES
Esker, Rodger	NO
Kollmansberger, Tina	NO
Schuster, Fred	YES

Village Staff in attendance: Guild, Donner, Osterbrink, Mroczenski. Trustee White was also in attendance, along with 8 members in the audience.

- 3. Request for silencing of cellphones and other electronic devices.**
Ostrowski requested the silencing of cellphones.

B. Correspondence and comments from the public.

- 4. Comments from the public on issues, or matters which the Board of Trustees has oversight over.**
There were a few Boy Scouts who attended the meeting for their Communication badge.

C. Presentations

D. Consent Business Items

- 5. Approval of previous meeting minutes from: September 28, 2015.**
Motion by Schuster, second by Clark.
- 6. Acknowledge Trustee selection of Concession Stand Operation selection.**
2 proposals were submitted. Board already took action. Brought to committee to acknowledge what was done.

E. Business Items for consideration, discussion, and action.

- 7. Recommendation from Personnel Committee to approve WAC employee incentive program.**
Aquatic Center Manager Mroczenski put the program together. There are 2 parts to the program. First part – partial reimbursement for life guard certification and second part is an end of the year bonus.

Motion by Schuster, second by Clark for staff recommendation.
- 8. WAC 2016 Season Pass Price.**
Osterbrink mentioned each year we review and go over the prices in case we would like to make a rate increase or adjustment. There is an Aquatic survey put out by the Eau Claire Parks Departments which about a dozen facilities participate in. With the results, we can get a range of what other facilities around the state are doing. No motion needed if prices are not changing.

- 9. Request from County Library to allow individuals into the WAC on August 9th with their library card.**
Osterbrink received a request from someone at the County Library. The County uses this program to help promote reading. The Aquatic Center has done similar events. Schuster mentioned we could reconsider for next year if the event was held earlier in the season.

Motion by Schuster, second by Clark to recommend we deny it this year, but reconsider for next year if they would hold in June.

10. Request from the Town of Weston to purchase playground equipment for Machmueller Park.

The Town of Weston approached Osterbrink in regards to their park dedication funds they have received. Since they do not have another park, they do not have another location to spend these funds. They are looking to spend all of their money in the fund (\$3,400). They are looking to add a unique feature to the park, but with \$3,400 they cannot do much. They have inquired if the Village would be interested in a joint purchase. We have \$50,000 in our Park dedication fund, but all of it has been intended to spend on other projects.

Motion by Clark, second by Schuster to recommend that staff further investigate participation in a joint purchase.

11. Request from R/S Pool Commission to continue the joint season pool pass and to split the revenue 50/50.

Osterbrink stated the request came from a Rothschild board member. At this point we do not have a tracking system in place. We can track where the passes were sold, but we cannot track where the passes were used. Staff will try to determine if we can find a way to track and make a decision following the 2016 season.

12. Review of Park Department Strategic Planning Memorandum.

Motion by Clark, second by Schuster to acknowledge number 12.

13. WAC Concession lease agreement.

Draft of the revised lease document, which was drafted by the Village Attorney. We purchased the equipment in the concession stand this past season. There will be additional cost for maintenance in the future due to the Village now owning the equipment.

Motion by Clark, second by Schuster by to accept the lease agreement.

F. Reports

14. Aquatic Center Manager – Brad Mroczenski

Recruiting staff by posters at the schools, phone calls, plan on presenting to Wausau Schools Swim Team during their home room, posted on the Job Center, on NTC's website, facebook, etc. He has been talking with Fire Chief Savage on different trainings.

15. Parks Director – Shawn Osterbrink

Last 2 months of reports were included in the packet – which highlights what has been taking place the past few months. Aquatic Center dates have been set – Teen Night, opening day, etc. Ice rinks are open – have been open for about 3 weeks.

G. Report from Administrator on matters related to Parks & Recreation.

Welcomes Katrina to the Park & Recreation committee – staff will contact with email, etc.

H. Remarks from Committee; discuss items to be included for the next Park Committee agenda.

Schuster mentioned that the Village of Weston was recognized for their 20 years of being a village at the South Area Business Association Annual Recognition Dinner.

I. Set next meeting date for Monday, February 22, 2016

J. Announcements

Save the date: 20th Anniversary Celebration – Friday, March 11, 2016 at Dale's Weston Lanes.

K. Adjourn.

Meeting was adjourned 6:07 p.m.

Heather Meliska, Recording Secretary

**Village of
Weston, Wisconsin
PARK & RECREATION COMMITTEE MEETING**

February 22, 2016

**FUTURE ATHLETIC FIELDS
AGENDA ITEM – E.6.**



Village of Weston, Wisconsin
PARK & RECREATION COMMITTEE MEETING

February 22, 2016

REPORT FROM PARKS DIRECTOR
AGENDA ITEM – F.8



Village of Weston, Wisconsin
Report for the month of February 2016
MONTHLY DEPARTMENT REPORT FROM DIRECTOR OF PARKS, RECREATION & FORESTRY

Monthly Department Briefer #2016-02

Shawn Osterbrink, Director of Parks, Recreation & Forestry

Monday, March 7th, 2016

1. FOR YOUR IMMEDIATE ATTENTION -- TRUSTEES.

2. STRATEGIC PLAN PROJECT STATUS.

- Project 1 – Prohaska Tree Farm Grant/Purchase – The option to purchase agreement expires on March 15th, 2016. We currently have a \$175,000 grant that was received through the Marathon County Environmental Impact Fund. At the February 15th, 2016 meeting of the Board of Trustees they approved the purchase of this property. The Village will be borrowing \$485,000.00 + additional funds for closing costs to complete the purchase. We have already paid the Prohaska's \$5,000.00 which will be deducted from the total cost of \$490,000.00. Once we have completed the purchase we can submit our request for reimbursement of \$175,000.00 through the County Environmental Impact Fund for the grant that was previously approved.
- Project 2 – 2016 Strategic Planning Document – Strategic Planning document for the Park Department has been completed. Planning document has been shared with all Department Directors, staff, Committee and Board members. Document was briefly discussed and acknowledged by the Park and Recreation Committee at the January 25, 2016 meeting. Document was forwarded to the Village Board and acknowledged at their February 15, 2016 meeting.
- Project 3 – Park Master Plans for Kellyland and Yellowbanks - Central Wisconsin Engineers has provided staff with drafts of the Master Plans for Yellowbanks and Kellyland Parks. Staff has reviewed the documents and met with CWE to share our comments. CWE revised the documents and returned them to the Village on Friday, November 6th. I forwarded the revised drawings to Daniel, Keith, Michael and Jennifer on November 9th for additional review. Staff met to discuss the master plans on Friday, December 18th. At this meeting it was determined that we may need to also work with a landscape designer to dress up the plans. Plans are currently on hold as we deal with other projects that have taken priority.
- Project 4 – Lower Eau Claire River Plan – The Lower Eau Claire River Plan was approved at the October 19th, 2015 Village Board Meeting. The plan along with one correction was sent to Mark Roffers for changes. Mark had also found some grammatical and punctuation errors in the document. Mark has completed all changes and returned to staff. Jennifer Higgins has placed a link to this document on the Planning and Development page on the website.

3. BUDGET AND FINANCIAL PLAN STATUS.

- The Village received two quotes for the new commercial rotary mower. This purchase is budgeted for 2016 at \$55,000.00. Quotes were presented to the Village Board at their February 15th, 2016 meeting. The

Board approved the purchase of a 2015 Jacobson model R311T from Horst Distributing. We will try to sell our current 2005 model outright but if we don't sell prior to delivery of the new machine we will trade it. Purchase price is \$50,985.00 or \$37,889.00 with our trade.

4. EMPLOYEE DEVELOPMENT & ENGAGEMENT.

- Participated in a Stress Management Presentation with staff on February 17th.
- Spent a significant amount of time on recruiting for the new Parks/Public Works Maintenance position. Staff has interviewed six candidates and met to discuss following the interviews. We have come up with a top three list from the initial interviews and decided to bring back these applicants for a second interview which we completed on February 15th. Staff has discussed the second round of interviews and Keith Donner is currently preparing a recommendation to share with Administrator Guild.

5. PERFORMANCE AND METRICS.

- Working within the Services Division to develop a competency matrix of the skills, equipment and procedures for the employees under my supervision. Continue to work on this project as of February 18th.

6. COMMUNITY FEEDBACK

- Nothing at this time.

7. IDENTIFIED NEEDS.

- Nothing at this time.

8. NEW IDEAS & OPPORTUNITIES.

- Fletcher Property – Daniel and I met with Kris Gilmore and Casey Nye from the Everest School District to discuss the available property at the corner of Callon and Highway J. Prior to the house burning down the school district used this property for their conservation classes. They are interested in partnering to purchase and develop this property for their use and for Village use as another access to the river. This site was identified as a future potential access point in the Lower Eau Claire River Access Plan. The first step in the process is to request an appraisal for the property. I contacted Cherie at Scott Williams Appraisal on January 13th to request an appraisal for the property. She informed me that it will take 2 to 3 weeks to complete. The Village received the appraisal for this property on February 12th. Market value of the property according to the appraisal is \$16,300.00. On February 2nd I sent Casey Nye our previous grant applications that we submitted to the foundations, county and state so he had some idea of what the process entailed. This should allow him and his team to develop a plan and start putting some ideas and their story down in writing so it can be included in our grant applications. The next step in the process is to contact the Fletcher's to discuss the sale of the property.
- Corresponded with Pete Hoover from Wausau Area Disc Golf Enthusiasts regarding a request to re-install several disc golf holes at Machmueller Park. He stated that due all the courses in the area not being designed, challenging topography and natural hazards there currently is not a course in the area that is ideal for beginners. He stated that due to the previous issues with the course at this park that they would

look at avoiding the wooded area and areas that would conflict with the neighbors. They are suggesting that we just install seven or eight holes in the prairie grass area.

- Corresponded with an individual that is proposing that the village install a track for radio controlled vehicles. He stated that they are looking for a 300' x 600' area. I have asked him to assemble as much information as possible if he would like to submit a formal request/proposal. I received additional correspondence with the individual on February 16th and 17th stating that he was still working on the necessary documents to present his idea. I informed him that this idea will need additional support to proceed as the village will not pursue a project like this for limited use. He plans on preparing materials to present to the Park and Recreation Committee at their March meeting.

9. MISCELLANEOUS COMMENTS / ISSUES.

- The draft concession stand lease agreement was recommended by the Park and Recreation Committee at their January 25, 2016 meeting. I have sent a copy of the lease agreement to Steve and Janessa for their review. Steven and Janessa signed the lease agreement and returned to the Village on February 11th. This item was included on the February 15th Board Agenda and approved. I have sent copies of the signed document to Steve and Janessa.
- Katrina Clark the new Park and Recreation Committee member completed all of her necessary paperwork immediately following her appointment in December. She has been provided access to the Comprehensive Outdoor Recreation Plan and Lower Eau Claire River Access Plan to familiarize herself with our operation. Nate Crowe has completed setting up her village e-mail account and access. Heather Meliska has ordered and received her name plate and Renee Hodell has notified Katrina that she needs to get her picture taken. This is the one remaining item that needs to be completed in her onboarding process.
- Received notification on February 9th that our diving board that we sent to Duraflex for refinishing had some problems. They stated that due to some cracking and work that had previously been completed on the board that the back 2 inches would need to be cut off and replaced. They also stated that they found some significant cracking at the fulcrum area of the board. They stated that they felt that repairing a board this old and with this amount of damage would probably be cost prohibitive. We have decided to not continue this process since the board is 17 years old and have ordered a new replacement diving board.
- Due to the winter weather work on the Eau Claire River Access at Ross Avenue has been minimal. Staff is currently working with Mi-Tech (formerly CWE) on the design for the concrete sign. We have looked at several preliminary designs and they are currently working on adding color to a design that staff likes so we can get a better idea of how the sign will look. Staff is also working on directional and other amenity signs that will be placed at the launch and other points along the river that are proposed at future launch sites in the Lower Eau Claire River Plan. We are working with DRXNL Studio out of Madison as they are the ones that worked on the proposed signage in the plan.
- Staff received a request from the Rothschild/Schofield Pool Commission to see if the village would approve continuing the joint season pass and to continue the 50/50 revenue split. Staff took this request to the Board of Trustees February 1st meeting. Due to the village selling the bulk of the joint passes and collecting more revenue the Board did feel that it would be advantageous to approve the 50/50 split at this point but that we should continue selling the joint passes. The Board has requested that staff figure out a way to track where the passes are sold and where they are used throughout the season. We are hoping to be able to do this for the upcoming season and then make a determination at the end of the season on how to split the revenue in the future.